

U.S. DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF INDIANA

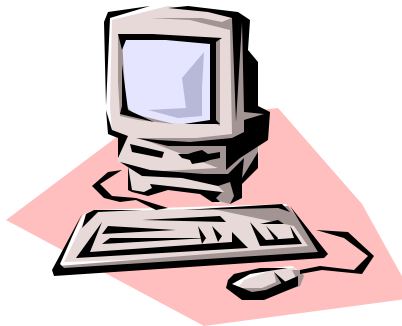
Electronic Case Files (CM/ECF)

Volume 1, Issue 1

April 2002

COURT BEGINS IMPLEMENTATION

It will be a busy Spring for the U.S. District Court for the Southern District of Indiana as it undertakes the implementation of the Judiciary's new Case Management/Electronic Case Files (CM/ECF) system. The court will join 31 district and bankruptcy courts currently using the new system. CM/ECF will eventually replace JAMS, the current docking system. The court is expecting to implement the CM portion on July 1, 2002, by adding new civil cases to the system and then "go live" with the ECF portion with selected civil cases in September 2002. Conversion of existing cases and the implementation of Criminal CM/ECF will take place at a later date.



E-file 24 hours a day

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The CM/ECF system uses standard computer hardware, an Internet connection, and a browser, and accepts documents in Portable Document Format (PDF). The system is easy to use—filers prepare a document using conventional word processing software, then save it in a PDF file. After logging onto the court's web site with a court-issued password, the filer fills out several screens with basic information relating to the case, party and document being filed, attaches the document, and submits it to the court. A notice verifying court receipt of the filing is generated automatically. Other parties in the case then automatically receive e-mail notification of the filing.

CM/ECF at a national level

CM/ECF is designed to replace aging systems in more than 200 bankruptcy, district, and appellate courts by 2005. Forty bankruptcy courts and six district courts currently are moving toward being operational in 2002. Groups of nine courts are scheduled to begin the implementation process every two months. The national roll-out of the CM/ECF system for bankruptcy courts began in March 2001, and is scheduled to take two or three years. The national roll-out for district courts is to begin in mid-2002. The CM/ECF system for appellate courts is expected to be ready in 2003. So far, more than 6 million documents in more than 1.5 million cases are on the system.

Special points of interest:

- E-file available 24 hours a day
- Case information available 24 hours a day
- Instant e-mail notification of documents filed
- Reduces costs for paper, mailing & copying

CM/ECF @ insd

The court has hired Mike Kittell (from the district court in Washington, DC) to assist in the implementation of the system. Wonmi Koh, Director of Technical Services, will act as the CM/ECF Systems Administrator. The court has formed an Implementation Team that is looking into the various CM/ECF implementation strategies. Members are: Laura Briggs, Jo McKnight, Greg Barnes, Wonmi Koh, Peggy Mack, Karen McCord, Dena Wolf, Bruce Widener, and Mike Kittell.

A subcommittee of the Local Rules Advisory Group, is drafting local rules that establish the guidelines for electronic filing. Members are: Laura Briggs, Clerk of Court; Jill Zengler, Assistant U.S. Attorney; Wayne Uhl, Deputy Attorney General for the State of Indiana; Eric Frey, private practitioner; Richard Waples, private practitioner; Kathleen Lee, private practitioner; Phil Whistler, private practitioner, and John Maley, private practitioner.



No more snail mail!

The road ahead

The court, with assistance from the Administrative Office of the U.S. Courts, has drafted a CM/ECF implementing plan. The AO's plan provides the court with the necessary tools to implement the system in a timely manner. The court has decided to implement CM/ECF in a two-step approach.

"Tell me and I'll forget; show me and I may remember; involve me and I'll understand."

First, the court is going to implement the CM portion of the system. The CM portion of the system allows court staff to enter new cases and post docket entries on the system. Attorneys will still file cases and pleadings as required under the current local rules. Docket sheets will be available on the court's web site and will require a PACER account to view or print. (Please see the last page of this flyer for PACER information). **Second**, the ECF portion of the system will be implemented in the Fall of 2002. The ECF portion will allow attorneys to file and view documents via the Internet. Attorneys interested in preparing for the Fall, call Mike Kittell at (317) 229-3718, for a demonstration at your law firm or association.

THE ROAD AHEAD—April

Here are a few of the highlights from the implementation plan.

- ◆ April—Modifications of the "live" database
- ◆ April 9-11—Site visit by Administrative Office
- ◆ May 20—May 31 Training for the Clerk's Office staff (schedule will be distributed)
- ◆ June 3 — Operations will open and docket cases in the training database.
- June 28 Goal—familiarize the user with the software and to identify any problems



Check your inbox and calendar!

The road ahead—May through SEPTEMBER

- ◆ June —Develop training material for chambers
- ◆ July 1 — August 2002
 - Enter all new civil cases on **Case Management (CM)**
 - Enter select pending JAMS cases (2002) on CM
- ◆ July/August—Training for chambers (proposed schedule will be provided)
- ◆ August—select civil cases and prepare for going live (ECF)
- ◆ August—Contact attorneys in selected cases
- ◆ August—Train attorneys
- ◆ September 2002—Go Live with selected civil cases (ECF)
- ◆ Divisional offices will be added in October, November, and December



CBT's on the court's intranet site!

Attorneys and cm/ecf

CM/ECF will allow *registered* attorneys to file and view documents from their office, home or anywhere they have access to the Internet, 24 hours a day. Documents are automatically docketed as part of the filing process and are immediately available electronically. Attorneys must establish a PACER account to obtain electronic data remotely. (Please see the bottom of the last page for PACER information).

CM/ECF also provides the following benefits:

No more rushing down to the Clerk's Office to file documents by the close of business.

- 24-hour access to filed documents over the Internet
- Automatic email notice of case activity
- The ability to download and print documents directly from the court system
- Concurrent access to case files by multiple parties
- Secure storage of documents
- Potential reduction in paper, copy and courier fees

CM/ECF demonstration/Training for attorneys

Attorneys interested in learning more about CM/ECF should schedule a demonstration of the system. A demonstration of the system can be held at the courthouse, a law firm or an association meeting. For additional information concerning CM/ECF, please visit the court's web site at www.insd.uscourts.gov.

To schedule training or a demonstration, please call Mike Kittell at (317) 229-3718.



Call for a demonstration.

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FOR THE SOUTHERN DISTRICT OF INDIANA

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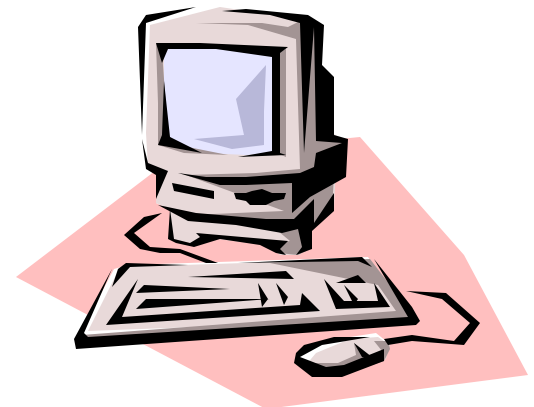
*Federal Building and United States Courthouse
Indianapolis, Indiana*

E-filing for the 21st Century

System requirements

- A personal computer running a standard platform such as Windows or Macintosh
- Word processing software
- Internet access and a browser. The system has been certified with Netscape and is compatible with Internet Explorer 5.5
- Software to convert documents into PDF
- Scanning equipment may be useful
- CM/ECF users are now required to have a PACER account, in addition to a CM/ECF identification name and password, to access the system. While most law firms already have a PACER account for use by their docketing staff, attorneys will need to become aware of their firm's PACER id and password, or obtain a PACER id and password of their own, to access documents from the CM/ECF system.

PACER accounts can be established through the PACER Service Center: <http://pacer.psc.uscourts.gov/>



Set-up your PACER account today!